

## **Physical Education (PE) - Clerical Assistant**

**Hope Christian College**

**Craigmore, Adelaide SA**

Hope Christian College is seeking an enthusiastic and self-directed Administration Assistant to be part of the PE team.

This part-time role (19 hours per week) during school term weeks only (40 weeks) + 4 weeks paid annual leave, has the possibility of extra hours by negotiation to assist with College sporting events.

The successful applicant will be required to have a current Working with Children Check (WWCC) and a current Responding to Abuse, Harm & Neglect certificate prior to commencing. A current First Aid Certificate or the ability to complete this training as soon as possible is a requirement of this role.

The Role Statement and application documentation can be found at: [www.hopecc.sa.edu.au](http://www.hopecc.sa.edu.au)

Please forward to: [recruiting@hopecc.sa.edu.au](mailto:recruiting@hopecc.sa.edu.au) or alternatively your application can be delivered or posted to: **The Principal, 213 Yorktown Road CRAIGMORE SA 5114.**

**Applications close Friday 1 March, 2024**